

# Kentucky Retirement Systems



**Strategic Technology Advancements for the Retirement of Tomorrow**



**Member ID Download File Format**

October 8, 2013

**Version 2.0**

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## Revision History

Date	Version	Page Number	Field Name	Reason for change(s)
4/12/10	1.1	<ul style="list-style-type: none"> <li>• P6</li> <li>• P7</li> <li>• P10, 11, 13</li> </ul>	<ul style="list-style-type: none"> <li>• Screenshot</li> <li>• Screenshot</li> <li>• Employer Code</li> </ul>	<ul style="list-style-type: none"> <li>• Updated screenshots to reflect the updated design.</li> <li>• Update the Employer Code field to be consistent with the file layout. It was numeric, updated it to Alphanumeric</li> </ul>
10/8/13	2.0	<ul style="list-style-type: none"> <li>• P12</li> </ul>	<ul style="list-style-type: none"> <li>• Contribution Group Category</li> </ul>	<ul style="list-style-type: none"> <li>• Added value for the Cash Balance Plan to the Contribution Group Category field.</li> </ul>

## 1. START – Member ID Download

### Downloading for Member ID

The Download Member ID Module from Employer Self Service (ESS) allows employers to view and download the Member IDs of their employees. The Member ID field is required on the employer reporting file layout. In order for the employers to receive this data (to report their employees correctly), the employer will use this module to receive the Member ID data from KRS.

**Please note that information included in the Member ID download file is sensitive and not for distribution to outside entities.**

The ESS – Download Member ID module will allow for:

1. Query and View a list of Member IDs: This option will allow employers to view a list of the Member ID(s) based on the SSN criteria entered.
2. Create and Download a file of Member IDs: Based on the result set of the query, the employer may create and download a file of the Member ID(s).

**It is the employer's responsibility to obtain the Member IDs of new employees and report those Member IDs accurately on each Monthly Report.** KRS suggests the following for downloading the Member ID and processing it into the employer's system:

Just prior to the submission of the monthly Employer Report, log into ESS and use the Member ID module to produce a list of the new Member IDs (for the previous month's Employer Report new hires). By waiting until just prior to submitting the current Employer Report, the employer will be retrieving the most up to date list of Member IDs. For example:

Employer 0001 submits their 09/2009 Employer Report containing the following new records:

SSN	First Name	Middle Name	Last Name	Suffix	Report Period	Posting Month	Member ID
000-00-0001	JOHN		SMITH		09/2009	09/01/2009	
000-00-0002	JANE		SMITH		09/2009	09/01/2009	

One day before employer 0001 submits their 10/2009 Employer Report, the employer logs into ESS – Download Member ID, and retrieves the Member IDs of the new hires:

10/30/2009 Member ID Query Results								
Employer	SSN	Member ID	First Name	Middle Name	Last Name	Suffix	Contribution Group Category	Part Date
0001	000-00-0001	000000001	JOHN		SMITH		Health Insurance	7/1/2009
0001	000-00-0002	000000002	JANE		SMITH		Health Insurance	7/1/2009

Based on the data retrieved, employer 0001 would report those Member IDs on the 10/2009 Employer Report.

**Note:** Employers who use the ESS – Enter Report module to ‘key’ their monthly contribution data are not required to use this module because the Member ID will automatically be populated for the member on the subsequent Employer Report.

### **Downloading for Contribution Group Category**

The Download Member ID Module from Employer Self Service (ESS) also allows employers to view and download Contribution Group Category information for their employees. The Contribution Group Category will aide employers in identifying the Contribution Group in which a new member should be reported. The Contribution Group is a required field on the employer reporting file layout and is used to determine applicable contribution rates. Employers will also use this information during initial payroll set to ensure that correct contribution rates are withheld from the member’s paycheck. When retrieving the contribution group category for a new member, the Retrieve by SSN search option should be used.

Users will access the Member ID Download file via the Member ID Download link on the ESS website. Below are the screens that will be seen in the Member ID Download module:

Employers can choose to download the file based on new members since the last download, based on all members added since a particular date, or by SSN.

The screenshot shows a web browser window titled "START - Download Member ID - Windows Internet Explorer". The address bar shows the URL: `http://pc6838/BearingPoint.BPAS.WebUI.Internet/Employer/Pages/DownloadMembers.aspx`. The page header includes "Kentucky Retirement Systems | Commonwealth of Kentucky" and a large "START" logo with the tagline "Strategic Technology Advancements for the Retirement of Tomorrow".

Below the header, there is a section for "Available Forms: Membership Information" with an "OPEN" button. A navigation sidebar on the left lists various links: Employer Home, Edit Payroll Detail, Payroll Detail, Payroll Summary, View Payroll Detail, Enter Report Details, Upload Detail File, Submit Monthly Summary, Download Member ID, Death Notice, Missing Beneficiary Designations, Employer Admin, Seminars, Invoices, Office Locations, Sick Leave Cost Calculator, Contact Persons, Payment Accounts, and Monthly Packets.

The main content area is titled "Download Member ID" and includes the instruction: "Please enter the requested information to view and download member information." Below this, there is a "Search By:" dropdown menu with the following options: Newly Created Members (selected), Date of Employment, Report Month, and SSN. To the right of the dropdown is an "Items Per Page:" dropdown set to "25".

Below the search options, there are links for "Select All" and "Select None", and a "Download Members (0) >" link. A table displays member information:

Member	Contribution Group	Participation Date	Created	Downloaded
<input checked="" type="checkbox"/> 712782 SMITH, ENZO XXX-XX-1231	w/o Health Insurance	6/1/1989	6/1/1989	

Below the table, there is an "Add to List" button and another "Download Members (0) >" link. At the bottom of the main content area, there is a text string: `'BearingPoint.BPAS.WebUI.Internet.Employer.UserControls.DownloadMembers' ACLS = C(0), R(0), U(1), D(0)`.

The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

Employers that choose to download by SSN can build a list of SSNs to retrieve.

START - Download Member ID - Windows Internet Explorer

http://pc6838/BearingPoint.BPAS.WebUI.Internet.Employer/Pages/DownloadMembers.aspx

File Edit View Favorites Tools Help

START - Download Member ID

Kentucky Retirement Systems | Commonwealth of Kentucky

**START**

Strategic Technology Advancements for the Retirement of Tomorrow

Available Forms: Membership Information **OPEN**

Active

EDUCATE YOURSELF GET HELP CONTACT US

Employer Home  
Edit Payroll Detail  
Payroll Detail  
Payroll Summary  
View Payroll Detail  
Enter Report Details  
Upload Detail File  
Submit Monthly Summary  
Download Member ID  
Death Notice  
Missing Beneficiary Designations  
Employer Admin  
Seminars  
Invoices  
Office Locations  
Sick Leave Cost Calculator  
Contact Persons  
Payment Accounts  
Monthly Pockets

### Download Member ID

Please enter the requested information to view and download member information.

Search By:

SSN:  -  -

**Show**

Items Per Page: 25

[Select All](#) | [Select None](#) [Download Members \(0\) >](#)

	Member	Contribution Group	Participation Date	Created	Downloaded
<input checked="" type="checkbox"/>	712782 SMITH, ENZO XXX-XX-1231	w/o Health Insurance	6/1/1989	6/1/1989	

**Add to List** [Download Members \(0\) >](#)

'BearingPoint.BPAS.WebUI.Internet.Employer.UserControls.DownloadMembers' ACLS = C(0), R(0), U(1), D(0)

Done Local intranet 100%

The following pages contain technical format and data requirements on:

- Overall rules relating to the file format
- The fixed length file format
  - The Header Record Format
  - The Detail Record Format
  - The Trailer Record Format

### Overall Rules Relating to the File Format

1. Member ID records will be written sequentially. They will be written in the following order: Header Record, then the Detail Record(s) followed by the Trailer Record.
2. The detail records on the file will be created based on the result set of the query (from ESS – Download Member ID).

Report Header Record

Detail Transaction Record

Detail Transaction Record

If you have any questions regarding this document, please contact KRS via the Employer Hotline at 888-696-8810.

## 2. File Format

Following are some rules relating to the file format.

- Numeric fields such as the Member ID must be zero filled, right justified. For example, if the Member ID is '123' then '000000123' would appear in the Member ID field.
- Alphanumeric Text fields, such as First Name, Last Name, Primary Address, etc. will be left justified, and right filled with spaces.

### Header Record Format (Fixed Length)

The following table contains the record format for a Header Record. It is a summary of the detail transaction data. This record will identify the employer and creation date of the file.

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	001	001	1	Field designating this as a header, detail or footer record	Alphanumeric  <b>H</b> = header record	
Employer Code	Required	002	006	5	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"><li>▪ A unique alphanumeric system number assigned by KRS that identifies the employer. This code is a maximum of five characters long.</li></ul>
File Name	Required	007	023	17	Name of File.	Alphanumeric, Left justified.	
Creation Date	Required	024	031	8	Date the file was created (downloaded).	Date, Left justified, 'CCYYMMDD'	<ul style="list-style-type: none"><li>▪ The format of the field will be 'CCYYMMDD'</li></ul>

### Detail Record Format (Fixed Length)

The table below contains the record format of the detail records on the Download Member ID file. These detail records follow the header record in the file layout.

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	001	001	1	Field designating this as a header, detail or footer record	Alphanumeric  <b>D</b> = Detail Record	
Employer Code	Required	002	006	5	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> <li>A unique alphanumeric system number assigned by KRS that identifies the employer. This code is a maximum of five characters long.</li> </ul>
SSN	Required	007	015	9	SSN of the member.	Numeric, Right justified, '-' not included	
Member ID	Required	016	024	9	Member ID of the Member	Numeric, Right justified, Left filled with zeros	
First Name	Required	025	074	50	First name of the member	Alphanumeric, Left justified, Right filled with spaces	
Middle Name	Optional	075	124	50	Middle name of member	Alphanumeric, Left justified, Right filled with spaces	
Last Name	Required	125	174	50	Last name of the member	Alphanumeric, Left justified, Right filled with spaces	

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Suffix Code	Optional	175	184	10	Suffix of the member	Alphanumeric, Left justified, Right filled with spaces  <b>II</b> = The Second <b>III</b> = The Third <b>IV</b> =The Fourth	
Contribution Group Category	Optional	185	194	10	Type of contribution group in which the member participates.	Alphanumeric, Left justified, Right filled with spaces  <b>WITHHIC</b> = With Health Insurance Contributions <b>WOUTHIC</b> = Without Health Insurance Contributions <b>RETEMP</b> = Retired Re-Employed <b>CASHBAL</b> = Cash Balance Plan	This field is not reported in the Employer's detail file. However it is used to determine the contribution group for the member.
Part Date	Optional	195	202	8	The member's earliest participation date.	Date, Left justified, 'CCYYMMDD'	This field is not reported in the Employer's detail file. However it is used to determine the contribution group for the member.

### Trailer Record Format (Fixed Length)

The following table contains the record format for a Trailer Record. The Trailer Record follows the Detail records in the file. The trailer record will provide a means for an employer to verify the accuracy and integrity of the detail transactions in the file.

Field Name	Optional / Conditional / Required	Columns			Description	Format/Available Values	Rules and Information
		From	To	Length			
Record Type	Required	001	001	1	Field designating this as a header, detail or footer record	Alphanumeric  F = Footer Record	
Employer Code	Required	002	006	5	A unique system number identifying employer	Alphanumeric, Left justified, right filled with spaces	<ul style="list-style-type: none"> <li>A unique alphanumeric system number assigned by KRS that identifies the employer. This code is a maximum of five characters long.</li> </ul>
Record Count	Required	007	016	10	Total number of detail records on the file.	Numeric, Right justified, left filled with zeros	